

**Plan Commission
of the City of Onalaska**

Tuesday, February 25, 2020

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1 The Meeting of the Plan Commission of the City of Onalaska was called to order at 7:00 p.m. on
2 Tuesday, February 25, 2020. It was noted that the meeting had been announced and a notice
3 posted at City Hall.

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5 Roll call was taken, with the following members present: Ald. Tom Smith, City Engineer Jarrod
6 Holter, Jan Brock, Jenny Akins, Skip Temte, Craig Breitsprecher

7
8 Also Present: Deputy City Clerk JoAnn Marcon, Planning Manager Katie Aspenson, Planning
9 Technician Zach Peterson

10
11 Excused Absence: Mayor Kim Smith

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13 **Item 2 – Approval of minutes from previous meeting**

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15 Motion by Craig, second by Skip, to approve the minutes from the previous meeting as printed
16 and on file in the City Clerk’s Office.

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18 On voice vote, motion carried.

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20 **Item 3 – Public Input (limited to 3 minutes per individual)**

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22 Ald. T. Smith called three times for anyone wishing to provide public input and closed that
23 portion of the meeting.

24
25 **Consideration and possible action on the following items:**

26
27 **Item 4 – Review and Consideration of a Certified Survey Map (CSM) submitted by Robert**
28 **Jacobson, 806 11th Avenue South, Onalaska, WI 54650 to subdivide one (1) parcel into two**
29 **(2) parcels with a shared driveway easement between the two parcels (0.74 acres) at 806**
30 **11th Avenue South, Onalaska, WI 54650 (Tax Parcel 18-985-1)**

- 31
32 1. Certified Survey Map Fee: \$75.00 dollars plus \$10.00/lot = \$95.00 dollars (PAID).
33
34 2. Recorded copy of Final CSM to be submitted to City Engineering Department.
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36 3. New lot pins required. Intermediate lot stakes required for all lots over 150’ in depth.
37
38 4. CSM shall note all easements.
39
40 5. Water and sanitary sewer laterals must be installed into proposed Parcel #2 if not
41 currently in place.
42

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- 43 6. Any future improvements to these parcels may be subject to additional City permits (i.e.,
44 building permits, zoning approvals).
45
- 46 7. All conditions run with the land and are binding upon the original developer and all heirs,
47 successors, and assigns. The sale or transfer of all or any portion of the property does not
48 relieve the original developer from payment of any fees imposed or from meeting any
49 other conditions.
50
- 51 8. Any omissions of any conditions not listed in committee minutes shall not release the
52 property owner/developer from abiding by the City’s Unified Development Code
53 requirements.
54

55 Katie said the Comprehensive Plan identifies this area as a Mixed Density Residential District
56 which is intended for residential units. The purpose of the Certified Survey Map is to subdivide
57 a single parcel into two developable lots. The northern parcel contains a single-family dwelling
58 with a detached accessory structure. The southern parcel will share a driveway access with the
59 northern parcel along the boundary line. Katie said the southern parcel meets all the dimensional
60 requirements of a parcel in the Single Family and/or Duplex Residential (R-2) Zoning District.
61 Katie said the applicant is seeking approval of the CSM and told commission members there are
62 eight conditions of approval tied to this development.
63

64 Motion by Craig, second by Skip, to approve with the eight stated conditions a Certified Survey
65 Map (CSM) submitted by Robert Jacobson, 806 11th Avenue South, Onalaska, WI 54650 to
66 subdivide one (1) parcel into two (2) parcels with a shared driveway easement between the two
67 parcels (0.74 acres) at 806 11th Avenue South, Onalaska, WI 54650 (Tax Parcel 18-985-1).
68

69 Jarrod told commission members that years ago there was a substandard lot that had a structure
70 on it that has since been razed.
71

72 Jan inquired about the shared driveway, asking what would happen if the parcel with the
73 driveway is sold in the future and the new owner does not want to let the neighboring parcel
74 utilize the driveway.
75

76 Jarrod told Jan the CSM outlines an easement for the shared driveway, which measures 14 feet
77 wide. Jarrod said each parcel has a riding easement that runs with the land for that driveway, and
78 he told Jan, “Both sides can use either side of the driveway, so they will have use of the full
79 driveway. That runs with the land in perpetuity unless one of the owners would give up that
80 right.”
81

82 On voice vote, motion carried.
83

84 **Adjournment**

Reviewed 3/2/2020 by Zach Peterson

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86 Motion by Craig, second by Skip, to adjourn at 7:05 p.m.
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88 On voice vote, motion carried.
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90
91 Recorded by:
92
93 Kirk Bey